

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW HAMPSHIRE  
1000 ELM STREET, SUITE 1001  
MANCHESTER, NH 03101  
(603) 222-2600**

**ATTORNEY PASSWORD APPLICATION FOR THE LIVE/TRAIN CM/ECF SYSTEM**

This form shall be used to register for a login and password for the Court's Live CM/ECF system. Registered users will have privileges to electronically file documents and to view and retrieve electronic docket sheets and documents available for cases assigned to the CM/ECF system. The following information is required for registration:

**Name:** \_\_\_\_\_

**BNH Number:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Firm Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Date CM/ECF Attorney Training Completed:** \_\_\_\_\_

I have read, understand, and agree to the following:

1. I am admitted to practice in the United States Bankruptcy Court for the District of New Hampshire. I will employ the CM/ECF system for cases filed in the Bankruptcy Court for the District of New Hampshire. I acknowledge that my login and password is for use only in CM/ECF cases filed in the United States Bankruptcy Court for the District of New Hampshire.
2. I will meet all hardware and software requirements promulgated by the Court for system use. I understand that the current minimum requirements for filing documents include a personal computer running a standard platform (e.g., Windows 95, 98, 2000, NT, Macintosh), an Internet Service Provider, Netscape Navigator 4.7 (or higher) or Internet Explorer 5.x (or higher), Adobe Acrobat 4.0 (or higher) (the full Adobe program), and a document scanner.
3. I have read Local Bankruptcy Rule ("LBR") 5005-4 and Administrative Order ("AO") 5005-4 and understand the obligations imposed therein. I agree to adhere to the Court's procedures for the CM/ECF system. I understand that it is my responsibility to learn and use any and all updates to the electronic case filing.
4. Each use of my login and password for filing documents will meet the requirements of Federal Rule of Bankruptcy Procedure 9011. I understand that pursuant to AO 5005-4(i) the use of my login and password constitutes my signature on the document being submitted.
5. I understand that AO 5005(h) imposes on me an obligation to file with the Court a Declaration Regarding Electronic Filing when a document that is electronically filed contains an original signature under oath.
6. Because my login and password constitute my signature pursuant to AO 5005-4(i), I agree to protect and secure the confidentiality of my password. If I have reason to believe my password has been compromised, it is my responsibility to immediately notify the Court by telephone and by facsimile in accordance with AO 5005-4(c). Moreover, it is also my responsibility to immediately inform the Court of any change in my firm affiliation, address, phone number, fax number or e-mail address.

7. I understand the issuance of a login and password to me constitute (1) waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and (2) waive of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Federal Rule of Bankruptcy Procedure 7004, in accordance with LBR 5005-4(b). I also understand that waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Federal Rule of Bankruptcy Procedure 9022. I agree to accept Notices of Electronic Filing by 3-mail, hand, facsimile, or first class mail in lieu of conventional service. Moreover, I will endeavor to use the automatic e-mail notification feature of the CM/ECF system wherever feasible.
8. If you are an attorney admitted to practice in a jurisdiction other than the District of New Hampshire and have qualified to use ECF to file case related matters, you will not be required to undergo training in order to obtain a login and password in this District. You are required to apply for a login and password and to state in writing (below) the date and place of your qualification to use ECF. Use of your District of New Hampshire login and password is subject to all requirements of admission to the New Hampshire bar, whether full admission, or admission pro hac vice for limited purposed.

Date and Place of Training (list all courts):

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Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the Administrative Manager—Operations, United States Bankruptcy Court for District of New Hampshire, 1000 Elm Street, Suite 1001, Manchester, New Hampshire 03101-1708. If you have any questions, please call (603) 222-2618.

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**FOR INTERNAL USE ONLY**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Administrative Manager—Operations or Designee**

Login Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_

Live System Login: \_\_\_\_\_ Password: \_\_\_\_\_

Train System Login: \_\_\_\_\_ Password: \_\_\_\_\_